



Web-based Field Test Directions

Spring 2005

Grade 4 Mathematics
Grade 4 English: Reading
Grade 6 Mathematics
Grade 6 English: Reading
Grade 7 Mathematics
Grade 7 English: Reading

Virginia Department of Education
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GENERAL INSTRUCTIONS FOR ADMINISTERING ONLINE TESTS

The general instructions that follow include important steps that are necessary to administer the online tests. The Division Director of Testing (DDOT) should determine who will be responsible for activities listed below.

Prior to the test administration you should go to <http://etest.pearson.com/customers/Virginia/VAMS/index.htm> and login using the Login ID and Password provided to you by your School Test Coordinator (STC). The first time you use the newly assigned Login ID and Password, you will be required to read and accept the *Test Security Guidelines*. After doing so, a "printable" version of the security guidelines will appear complete with signature lines. You may print and sign this version or copy and sign the Test Security Guidelines included in this manual.

On the morning of testing, Examiners will need to receive all materials needed to administer the online field tests. The STC should provide Examiners with:

- Student Authorization tickets
- Proctor Authorization ticket (if Read-Aloud session)
- Test Session Roster (optional)
- Appropriate test manipulatives

Prior to the students arriving, the STC should locate and start the test sessions that are scheduled for the day. Follow the steps below to locate and start the test sessions:

1. Go to the Virginia Home Page (<http://etest.ncs.com/customers/virginia/>).
2. Click on *Virginia Field Tests (VFT)*.
3. Click on *Session Management*.
4. Click on the *View or Maintain an Existing Session*.
5. Login with your Login ID and Password.
6. Select the appropriate administration from the drop-down window labeled Test Administration.
7. Select the appropriate school or group from the School drop-down window.
8. Select "All tests for the administration" from the drop-down window labeled Test To Be Administered.
9. Select "Not Started and Started" from the drop-down window labeled View Session With Status.
10. From the list of sessions that appear, click on a session name scheduled for the day.
11. Click on the *Start* button in the lower right-hand corner of the Session Roster to activate the Student Authorization tickets (test tickets).
12. A message will prompt you that you have requested to start the session; click the *OK* button.
13. A subsequent message will prompt that you have started the session; click the *OK* button.
14. Click on *List* (next to Session Name) to view the Session List.
15. Repeat steps 9-14 until all sessions scheduled for the day have been started.

You can monitor the progress of all students assigned to a test session via the Session Roster. The color-coded boxes in the *Status* column in front of each student's name indicate the student's real-time test status:

| <i>Status Color (Note)</i> | <i>Student Testing Status</i> |
|----------------------------|--|
| White (Not Started) | The student has not yet started taking the test. |
| Green (Started) | The student has started taking the test. |
| Yellow (Resume) | The student exited the test and has been authorized to resume the test. |
| Orange (Exited) | The student exited TestNav and needs to be resumed before completing the test. |

| | |
|---------------|---|
| Red (Stopped) | The student has submitted the answers to be scored. |
|---------------|---|

Be sure to click the *Restore* button (bottom left-hand side of the Session Roster) frequently while viewing sessions. This button will update the students' status. Do **not** use the F5 button on your keyboard to refresh your screen.

As students begin to login and start the test, the Student Status will turn green. As students complete their test, the Student Status will turn red; a red status cannot be restarted. If a student exits TestNav (either inadvertently or purposefully) before completing the test, the Student Status will turn orange.

If a student exits their test without completing it, their login information will need to be re-activated. To do this, open the Session Roster. Click the *Resume* button in the Resume column next to the exited student's name on the Session Roster. The student's status will change to yellow indicating that the student's test can begin again. The student should log back in to TestNav using the original test ticket. When re-entering the system, the student should be taken back to within the last two questions answered.

However, if a student loses connection and is still showing as *Started*, but they are no longer in the test (for example, the computer powered down unexpectedly), go to the Session Roster and click the *Resume* button next to the exited student's name. Please do not click that button until it has been confirmed that the student is NO LONGER in the test.

All directions in the Web-based Field Test Directions manual that Examiners must read aloud to the students are in **bold type** so that they stand out from the rest of the text. They must be read exactly as they are written, using a natural tone and manner.

If a mistake is made in reading a direction, the Examiner should stop and say, "**No that is wrong. I must re-read it to you. Listen again.**" Then read the direction through again.

Try to maintain a natural classroom atmosphere during the test administration. Encourage students to do their best.

The online tests are divided into sections. The directions and sample item(s) are in Section 1 of all online tests. The English: Reading test will also have a section for each reading passage and its associated questions.

If the sample question is not answered, the summary screen that is displayed when a student *submits* the test will indicate that one question is unanswered. To navigate between the sections, click on the *Go to...* button on the dashboard. This button will take the student to the Item Review screen. The sections are designated in the upper right-hand corner of the screen and appear as black diamonds. The diamond for the section the student is currently in will be blue. Students may click on the diamond with a "1" to return to the directions and sample question.

If a student asks a question during the test, be very careful when answering. If the student's question refers to the mechanics of testing, such as how to navigate to the next question, it can be answered. If the question refers to a particular item, the student should be told, "Read it carefully and do just what it says." Help must not be given on specific items, and no cues should be given about the correctness of a student's answer to a particular item.

Test questions may **not** be read to students unless specified by their IEPs, 504 Management Plans, or *LEP SOL Participation Plan*. **If in doubt, it is better to say that you cannot respond to the student's question rather than risk violating standard procedures.**

During the test administration, Examiners should monitor the testing process by moving as unobtrusively as possible about the room. While moving about the room, they need to check that students are selecting their answers properly.

Have extra pencils, erasers, and scratch paper available in an accessible place.

Examiners should focus their attention on monitoring the testing process during the test administration and should not spend time reviewing test items.

DISTRIBUTION AND AVAILABILITY OF TEST MANIPULATIVES

Test manipulatives listed below are available on the toolbar in TestNav except for the calculators. Only those tools allowed for a given online field test are available on the toolbar. The eTools™ Live application (available at <http://etest.ncs.com/customers/Virginia/vasoltrng/resources.htm>) may be used to give students additional practice with using the online tools (except the protractor).

Test Manipulatives

| Grade/Subject | Manipulatives Allowed |
|---------------------|---|
| Grade 4 Reading | scratch paper |
| Grade 4 Mathematics | metric/standard ruler ¹ , 4-function calculator, scratch paper |
| Grade 6 Reading | scratch paper |
| Grade 6 Mathematics | metric/standard ruler ¹ , scientific calculator (TI-30XaSEVA, Casio fx-260-School, Sharp 501WBBK, Sharp EL 501V), protractor ¹ , formula sheet ² , scratch paper |
| Grade 7 Reading | scratch paper |
| Grade 7 Mathematics | scientific calculator (TI-30XaSEVA, Casio fx-260-School, Sharp 501WBBK, Sharp EL 501V), formula sheet ² , scratch paper |

¹ Students must use the online version of this test manipulative.

² Students may choose to use the hand-held test manipulative rather than the online tool.

These guidelines should be followed when addressing calculator use on the field tests:

- Students should be familiar with the calculator they are to use. Do not let testing time be the first time a student uses a calculator.
- Either a school-owned or student-owned calculator may be used on the test.
- Students may use only a state approved scientific calculator.

SPECIFIC DIRECTIONS FOR ADMINISTERING THE ONLINE GRADE 4 MATHEMATICS TEST

SAY Today you will be taking one of the new online SOL Grade 4 Mathematics field tests. The information from the field test will be used to help plan future SOL tests. It is important that you do your best on this test. I am going to give each of you a sheet of scratch paper and a Student Authorization ticket. Do not do anything until I instruct you to do so.

Distribute scratch paper and Student Authorization tickets (test tickets). Ensure that students also have any needed materials or supplies required for accommodations.

SAY Look at the Student Authorization ticket. Your name should appear next to Student Name. If you have a ticket for someone other than yourself please raise your hand now.

[*You may skip these next two directions if you have launched TestNav™ and entered the URL so that the login screen is displaying on the computer monitor when the students enter the testing location.]

SAY *Find the “lightning bolt” TestNav™ icon which looks like a ‘T’ on your desktop. Double click on this icon. Wait until the TestNav™ browser is on your computer screen.

SAY *In the Address area at the top of the screen, enter the URL found on your Student Authorization ticket [<http://www7.etest.ncspearson.com/VAMS/>]. Click on the GO button. You will now be directed to the Login screen.

SAY From your Student Authorization ticket you should enter the User Name, Password, and Test Code exactly as you see it on your ticket. Click on the Login button.

Students will be able to see their names in the upper left-hand corner of the screen as well as the percentage complete of the download of the initial part of the test. Once a student has successfully logged into the system, he/she will see the directions page. Continue when all students have logged in successfully.

SAY Look at the directions on your computer screen. Follow along on the computer screen as the directions below are read to you.

The questions will show one at a time. You will see the question and four answer choices. You can only choose one answer for each question.

You can use the mouse or keyboard to choose answers and move to each question. To choose an answer with the mouse, move the pointer over an answer and click once.

To choose an answer with the keyboard, type the letter that matches your answer. For example, to choose answer A, type the letter A on your keyboard.

To move through the test using the mouse, click on the Next, Back, or Go to... buttons at the bottom of each screen. If you do not see the buttons, you need to scroll down using the scroll bar on the right side of the screen.

To move through the test using the keyboard, use the keys listed below. These keys are also printed on your test ticket. : [You may skip reading the keystroke combinations section below.]

| | | |
|----------------------------|-------------|---|
| CTRL/Control + Left Arrow | Back | (returns to the previous screen) |
| CTRL/Control + G | Go to... | (goes to review screen) |
| CTRL/Control + Delete/Del | Reset | (clears answer from the current question) |
| CTRL/Control + R | Review | (marks the question for later review) |
| CTRL/Control + Right Arrow | Next | (moves you to the next screen) |
| Page Up | Scroll up | |
| Page Down | Scroll down | |

The online tools can be used by clicking the tool's picture on the toolbar at the top of the screen. For help with a tool, click on the Help picture on the toolbar.

This test has two sections. In the first section, you may use your scratch paper. You will be given a calculator to use in the second section. Once you move to the second section, you cannot go back to the first section to check your answers. Be sure you check the questions and your answers in the first section carefully. Raise your hand after you have finished the first section.

Read and solve each question. Using your mouse or keyboard, choose the best answer.

At the bottom of this page, click the Next button. Then you will see the sample item. Be sure to choose an answer to the sample question.

Wait for students to click *Next*.

SAY Read the sample to yourself as I read it aloud. "New Guinea, the world's second-largest island, has an area of 808,572 square kilometers. What is 808,572 rounded to the nearest ten thousand? Is it (A) 800, 000, (B) 809,000, (C) 810,000, or (D) 900,000?" Either click on the appropriate answer or select the letter of the response from your keyboard.

Wait for students to select their response.

SAY Does everyone understand how to select the response on the computer that you believe to be correct?

Pause. Answer all questions.

SAY Which answer did you choose?

Pause for replies.

SAY The best answer is "C." Does everyone understand why "C" is the best answer? Are there any questions?

Answer all questions related to selecting an answer.

SAY The tools available for this test appear in the toolbar at the top of your screen. Directions on how to use each tool appear in the Help menu (the question mark icon). Take a moment to click on the various tools while viewing the sample question.

Pause while the students explore using the tools.

SAY At any time during the test, you may click on the Review box located on the dashboard to select that question for later review. At the end of this section, an Item Review screen will appear. This screen will

show the questions you have not answered and the questions you have selected for review. You will be able to review any of the questions by clicking on the question link.

Does anyone have any questions about how to use TestNav?

Pause. Answer all questions.

Before actual testing starts, make sure the test procedures are very clear to the students. Questions should be encouraged so that every student understands the mechanics of the test. When responding to questions about test procedures or sample items, you may find it necessary to go beyond simply repeating an instruction.

SAY You may have as much time as you need to complete questions 1 through 11. After you have finished question 11, you will see the Item Review screen for this section. When you get to the Item Review screen, STOP. We will take a short break after completing questions 1 through 11. Be sure to complete and review all questions in this section as you will not be able to return to these questions after the break. You may use scratch paper for any work you need to do, but make sure to select your answers on the computer screen.

Please raise your hand if you have any questions or computer difficulties during the test. When you have finished this section, please raise your hand. Do NOT click Submit or Exit Test without permission from myself [or the Proctor]. Does everyone understand what to do?

After all questions have been answered,

SAY Click the NEXT button. You may start working now.

After about 20 minutes or when most students have finished questions 1 through 11,

SAY If you have finished, raise your hand. I will collect your materials. If you have not finished, continue working and take as much time as you need. You will NOT be able to return to these questions when we begin the next section of the test. When you do finish, raise your hand. After I have collected your materials, you may sit quietly or read if you wish.

When students raise their hands, be sure to view their Item Review screen to ensure that all questions have been answered. If any questions have not been answered, have them return to those questions and answer them.

If all students have finished,

SAY We will take a break now.

Collect the materials of those students who have completed the test. These items should be collected from each individual student, not passed up or down the rows of desks or seats. Allow those students who have not finished to continue working. You may move the students to an alternate test areas. Should this become necessary, have the student exit from their test. Be sure to maintain the security of the test tickets for these students yet to complete the test. Students should not be allowed to discuss the test in any way during this move. Examiners must collect all materials used in testing. Be sure to account for all test materials including test tickets and scratch paper before the students are dismissed from the room. Test materials must be kept in a secure location.

Allow other students to take at least a ten-minute break before you continue administration of the Mathematics test. When you are ready to resume testing,

SAY I will now give you back your scratch paper and Student Authorization ticket. I will also give you a four-function calculator. Do not click *Next* until I tell you to do so.

Distribute the scratch paper, Student Authorization tickets, and calculators.

SAY Check to make sure your calculator is operating correctly. Be sure you understand which keys to press for the numbers and which keys to press for the operations. Are there any questions?

Answer all questions. Be sure all calculators are operating correctly and that everyone understands how to use the calculators.

SAY Click *Next Section* on the Item Review screen to go to the next section. You will see a screen that reads, "Once you leave this section you will not be able to return for review." It will also display how many unanswered questions you have. If the number of unanswered questions is anything different than zero, raise your hand.

If any students raise their hands, have them click *Back* to return to Item Review. The students need to return to unanswered questions, answer the questions, and then proceed as follows.

SAY Click *Next* to continue to the next section. Then you will see a screen that reads, "You will not be able to return to this section. Continue?" Click *Yes*. You should see the directions for section 2. Does everyone see section 2?

Assist any students necessary.

SAY Follow along on the screen as these directions are read to you.

This is the second section of the test. You may use the calculator whenever you want. You may use your scratch paper for any writing you may have to do.

The online tools can be used by clicking the tool's picture on the toolbar at the top of the screen. For help with a tool, click on the Help picture on the toolbar.

Read and solve each question. Using your mouse or keyboard, choose the best answer.

At the bottom of this page, click the Next button.

SAY You should answer all of the questions in this section of the test and keep working until you come to the end of the test. You may have as much time as you need to complete this test. For some questions you may need to use the online ruler or protractor. You may use the calculator whenever you want. Use scratch paper for any writing you may have to do, but make sure to select your answers on the computer screen. When you finish this section, you may check your work on questions 12 through 50 only. Does everyone understand what to do?

After all questions have been answered,

SAY You may start working now. At the bottom of this page, click the *Next* button.

After about 1 hour or when most students have finished,

SAY If you have finished, raise your hand. Do NOT click Submit or Exit Test without permission from myself [or the Proctor]. I will collect your materials. If you have not finished, continue working and take as much as you need. When you do finish, raise your hand. After your test has been submitted and I have collected your materials, you may sit quietly or read if you wish.

[Students should not be allowed to go online and access the Internet or other applications as it may disrupt those still taking tests. Examiners should instruct students to leave the final screen showing and NOT to click on the "OK" button until instructed to do so.]

SPECIFIC DIRECTIONS FOR ADMINISTERING THE ONLINE GRADE 6 MATHEMATICS TEST

SAY Today you will be taking one of the new online SOL Grade 6 Mathematics field tests. The information from the field test will be used to help plan future SOL tests. It is important that you do your best on this test. I am going to give each of you a sheet of scratch paper and a Student Authorization ticket. You may use the formula sheet available online or a copy of the formula sheet. If you would like to use a copy of the formula sheet and need one for the test, please raise your hand. Do not do anything until I instruct you to do so.

Distribute scratch paper and Student Authorization tickets (test tickets). Distribute formula sheets to the appropriate students. Ensure that students also have any needed materials or supplies required for accommodations.

SAY Look at the Student Authorization ticket. Your name should appear next to Student Name. If you have a ticket for someone other than yourself please raise your hand now.

[*You may skip these next two directions if you have launched TestNav™ and entered the URL so that the login screen is displaying on the computer monitor when the students enter the testing location.]

SAY *Find the “lightning bolt” TestNav™ icon which looks like a ‘T’ on your desktop. Double click on this icon. Wait until the TestNav™ browser is on your computer screen.

SAY *In the Address area at the top of the screen, enter the URL found on your Student Authorization ticket [<http://www7.etest.ncspearson.com/VAMS/>]. Click on the GO button. You will now be directed to the Login screen.

SAY From your Student Authorization ticket you should enter the User Name, Password, and Test Code exactly as you see it on your ticket. Click on the Login button.

Students will be able to see their names in the upper left-hand corner of the screen as well as the percentage complete of the download of the initial part of the test. Once a student has successfully logged into the system, he/she will see the directions page. Continue when all students have logged in successfully.

SAY Look at the directions on your computer screen. Follow along on the computer screen as the directions below are read to you.

The test questions will appear one at a time. On the screen, you will see the question and four possible answers. The computer will only allow you to choose one answer for each question.

You can use the mouse or keyboard to choose answers and move through the test. To answer a question using the mouse, place the pointer over an answer and click once.

To answer a question using your keyboard, type the letter that matches your answer. For example, to select answer A, type the letter A on your keyboard.

To move through the test using the mouse, click on the Next, Back, or Go to... buttons at the bottom of each screen. If you do not see the buttons, you need to scroll down using the scroll bar on the right hand side of the window.

To move through the test using the keyboard, use the keystrokes listed below. These keystrokes are also printed on the bottom of your test ticket. : [You may skip reading the keystroke combinations section below.]

| | | |
|----------------------------|-------------|---|
| CTRL/Control + Left Arrow | Back | (returns to the previous screen) |
| CTRL/Control + G | Go to... | (goes to review screen) |
| CTRL/Control + Delete/Del | Reset | (clears answer from the current question) |
| CTRL/Control + R | Review | (marks the question for later review) |
| CTRL/Control + Right Arrow | Next | (moves you to the next screen) |
| Page Up | Scroll up | |
| Page Down | Scroll down | |

SAY The tools for this test can be used by clicking the tool's icon on the toolbar at the top of the window. For help with a tool, click on the Help icon on the toolbar.

This test has two sections. In the first section, you may use your scratch paper. You will be given a calculator to use in the second section. Once you move to the second section, you will not be able to go back to the first section to review your answers, so it is important to review the questions and your answers in the first section carefully. Raise your hand after you have completed the first section.

Read and solve each question. Using your mouse or keyboard, choose the best answer.

At the bottom of this page, click the Next button. The sample item will appear. Be sure to choose an answer to the sample question. If you do not answer the sample question, the summary screen at the end of the test will show that one question is not answered.

Wait for students to click *Next*.

SAY Read the sample to yourself as I read it aloud. "On hundred sixth-grade students were asked to name one favorite color. The table shows the results. What percent of the students named blue? Is it (A) 28%, (B) 29%, (C) 50%, or (D) 57%?" Either click on the appropriate answer or select the letter of the response from your keyboard.

Wait for students to select their response.

SAY Does everyone understand how to select the response on the computer that you believe to be correct?

Pause. Answer all questions.

SAY Which answer did you choose?

Pause for replies.

SAY The best answer is "A." Does everyone understand why "A" is the best answer? Are there any questions?

Answer all questions related to selecting an answer.

SAY The tools available for this test appear in the toolbar at the top of your screen. Directions on how to use each tool appear in the Help menu (the question mark icon). Take a moment to click on the various tools while viewing the sample question.

Pause while the students explore using the tools.

SAY At any time during the test, you may click on the Review box located on the dashboard to select that question for later review. At the end of this section, an Item Review screen will appear. This screen will show the questions you have not answered and the questions you have selected for review. You will be able to review any of the questions by clicking on the question link.

Does anyone have any questions about how to use TestNav?

Pause. Answer all questions.

Before actual testing starts, make sure the test procedures are very clear to the students. Questions should be encouraged so that every student understands the mechanics of the test. When responding to questions about test procedures or sample items, you may find it necessary to go beyond simply repeating an instruction.

SAY You may have as much time as you need to complete questions 1 through 10. After you have finished question 10, you will see the Item Review screen for this section. When you get to the Item Review screen, STOP. We will take a short break after completing questions 1 through 10. Be sure to complete and review all questions in this section as you will not be able to return to these questions after the break. You may use scratch paper for any work you need to do, but make sure to select your answers on the computer screen.

Please raise your hand if you have any questions or computer difficulties during the test. When you have finished this section, please raise your hand. Do NOT click Submit or Exit Test without permission from myself [or the Proctor]. Does everyone understand what to do?

After all questions have been answered,

SAY Click the NEXT button. You may start working now.

After about 20 minutes or when most students have finished questions 1 through 10,

SAY If you have finished, raise your hand. I will collect your materials. If you have not finished, continue working and take as much time as you need. You will NOT be able to return to these questions when we begin the next section of the test. When you do finish, raise your hand. After I have collected your materials, you may sit quietly or read if you wish.

When students raise their hands, be sure to view their Item Review screen to ensure that all questions have been answered. If any questions have not been answered, have them return to those questions and answer them.

If all students have finished,

SAY We will take a break now.

Collect the materials of those students who have completed the test. These items should be collected from each individual student, not passed up or down the rows of desks or seats. Allow those students who have not finished to continue working. You may move the students to an alternate test areas. Should this become necessary, have the student exit from their test. Be sure to maintain the security of the test tickets for these students yet to complete the

test. Students should not be allowed to discuss the test in any way during this move. Examiners must collect all materials used in testing. Be sure to account for all test materials including test tickets, formula sheets, and scratch paper before the students are dismissed from the room. Test materials must be kept in a secure location.

Allow other students to take at least a ten-minute break before you continue administration of the Mathematics test. When you are ready to resume testing,

SAY I will now give you back your scratch paper, Student Authorization ticket, and formula sheet. I will also give you a scientific calculator. Do not click *Next* until I tell you to do so.

Distribute the scratch paper, Student Authorization tickets, formula sheets, and calculators.

SAY Check to make sure your calculator is operating correctly. Be sure you understand which keys to press for the numbers and which keys to press for the operations. Are there any questions?

Answer all questions. Be sure all calculators are operating correctly and that everyone understands how to use the calculators.

SAY Click *Next Section* on the Item Review screen to go to the next section. You will see a screen that reads, "Once you leave this section you will not be able to return for review." It will also display how many unanswered questions you have. If the number of unanswered questions is anything different than zero, raise your hand.

If any students raise their hands, have them click *Back* to return to Item Review. The students need to return to unanswered questions, answer the questions, and then proceed as follows.

SAY Click *Next* to continue to the next section. Then you will see a screen that reads, "You will not be able to return to this section. Continue?" Click *Yes*. You should see the directions for section 2. Does everyone see section 2?

Assist any students necessary.

SAY Follow along on the computer screen as the directions below are read to you.

This is the second section of the mathematics test. For some questions, you may need to use the online tools available. The tools for this test can be used by clicking the tool's icon on the toolbar at the top of the window. For help with a tool, click on the *Help* icon on the toolbar.

You may use the calculator whenever you want. You may use your scratch paper for any writing you may have to do.

Read and solve each question. Using your mouse or keyboard, choose the best answer.

SAY You should answer all of the questions in this section of the test and keep working until you come to the end of the test. You may have as much time as you need to complete this test. For some questions you may need to use the online ruler, straightedge, or protractor. You may use the calculator whenever you want. Use scratch paper for any writing you may have to do, but make sure to select your answers on the computer screen. When you finish this section, you may check your work on questions 11 through 50 only. Does everyone understand what to do?

After all questions have been answered,

SAY You may start working now. At the bottom of this page, click the *Next* button.

After about 1 hour or when most students have finished,

SAY If you have finished, raise your hand. Do NOT click Submit or Exit Test without permission from myself [or the Proctor]. I will collect your materials. If you have not finished, continue working and take as much as you need. When you do finish, raise your hand. After your test has been submitted and I have collected your materials, you may sit quietly or read if you wish.

[Students should not be allowed to go online and access the Internet or other applications as it may disrupt those still taking tests. Examiners should instruct students to leave the final screen showing and NOT to click on the "OK" button until instructed to do so.]

SPECIFIC DIRECTIONS FOR ADMINISTERING THE ONLINE GRADE 7 MATHEMATICS TEST

SAY Today you will be taking one of the new online SOL Grade 7 Mathematics field tests. The information from the field test will be used to help plan future SOL tests. It is important that you do your best on this test. I am going to give each of you a sheet of scratch paper and a Student Authorization ticket. You may use the formula sheet available online or a copy of the formula sheet. If you would like to use a copy of the formula sheet and need one for the test, please raise your hand. Do not do anything until I instruct you to do so.

Distribute scratch paper and Student Authorization tickets (test tickets). Distribute formula sheets to the appropriate students. Ensure that students also have any needed materials or supplies required for accommodations.

SAY Look at the Student Authorization ticket. Your name should appear next to Student Name. If you have a ticket for someone other than yourself please raise your hand now.

[*You may skip these next two directions if you have launched TestNav™ and entered the URL so that the login screen is displaying on the computer monitor when the students enter the testing location.]

SAY *Find the “lightning bolt” TestNav™ icon which looks like a ‘T’ on your desktop. Double click on this icon. Wait until the TestNav™ browser is on your computer screen.

SAY *In the Address area at the top of the screen, enter the URL found on your Student Authorization ticket [<http://www7.etest.ncspearson.com/VAMS/>]. Click on the GO button. You will now be directed to the Login screen.

SAY From your Student Authorization ticket you should enter the User Name, Password, and Test Code exactly as you see it on your ticket. Click on the Login button.

Students will be able to see their names in the upper left-hand corner of the screen as well as the percentage complete of the download of the initial part of the test. Once a student has successfully logged into the system, he/she will see the directions page. Continue when all students have logged in successfully.

SAY Look at the directions on your computer screen. Follow along on the computer screen as the directions below are read to you.

The test questions will appear one at a time. On the screen, you will see the question and four possible answers. The computer will only allow you to choose one answer for each question.

You can use the mouse or keyboard to choose answers and move through the test. To answer a question using the mouse, place the pointer over an answer and click once.

To answer a question using your keyboard, type the letter that matches your answer. For example, to select answer A, type the letter A on your keyboard.

To move through the test using the mouse, click on the Next, Back, or Go to... buttons at the bottom of each screen. If you do not see the buttons, you need to scroll down using the scroll bar on the right hand side of the window.

To move through the test using the keyboard, use the keystrokes listed below. These keystrokes are also printed on the bottom of your test ticket. : [You may skip reading the keystroke combinations section below.]

| | | |
|----------------------------|-------------|---|
| CTRL/Control + Left Arrow | Back | (returns to the previous screen) |
| CTRL/Control + G | Go to... | (goes to review screen) |
| CTRL/Control + Delete/Del | Reset | (clears answer from the current question) |
| CTRL/Control + R | Review | (marks the question for later review) |
| CTRL/Control + Right Arrow | Next | (moves you to the next screen) |
| Page Up | Scroll up | |
| Page Down | Scroll down | |

SAY The tools for this test can be used by clicking the tool's icon on the toolbar at the top of the window. For help with a tool, click on the Help icon on the toolbar.

This test has two sections. In the first section, you may use your scratch paper. You will be given a calculator to use in the second section. Once you move to the second section, you will not be able to go back to the first section to review your answers, so it is important to review the questions and your answers in the first section carefully. Raise your hand after you have completed the first section.

Read and solve each question. Using your mouse or keyboard, choose the best answer.

At the bottom of this page, click the Next button. The sample item will appear. Be sure to choose an answer to the sample question. If you do not answer the sample question, the summary screen at the end of the test will show that one question is not answered.

Wait for students to click *Next*.

SAY Read the sample to yourself as I read it aloud. "The proportion above is equivalent to— (A) $2:12 = 3:8$, (B) $2:3 = 8:12$, (C) $8:2 = 3:12$, or (D) $3:2 = 8:12$?" Either click on the appropriate answer or select the letter of the response from your keyboard.

Wait for students to select their response.

SAY Does everyone understand how to select the response on the computer that you believe to be correct?

Pause. Answer all questions.

SAY Which answer did you choose?

Pause for replies.

SAY The best answer is "B." Does everyone understand why "B" is the best answer? Are there any questions?

Answer all questions related to selecting an answer.

SAY The tools available for this test appear in the toolbar at the top of your screen. Directions on how to use each tool appear in the Help menu (the question mark icon). Take a moment to click on the various tools while viewing the sample question.

Pause while the students explore using the tools.

SAY At any time during the test, you may click on the Review box located on the dashboard to select that question for later review. At the end of this section, an Item Review screen will appear. This screen will show the questions you have not answered and the questions you have selected for review. You will be able to review any of the questions by clicking on the question link.

Does anyone have any questions about how to use TestNav?

Pause. Answer all questions.

Before actual testing starts, make sure the test procedures are very clear to the students. Questions should be encouraged so that every student understands the mechanics of the test. When responding to questions about test procedures or sample items, you may find it necessary to go beyond simply repeating an instruction.

SAY You may have as much time as you need to complete questions 1 through 9. After you have finished question 9, you will see the Item Review screen for this section. When you get to the Item Review screen, STOP. We will take a short break after completing questions 1 through 9. Be sure to complete and review all questions in this section as you will not be able to return to these questions after the break. You may use scratch paper for any work you need to do, but make sure to select your answers on the computer screen.

Please raise your hand if you have any questions or computer difficulties during the test. When you have finished this section, please raise your hand. Do NOT click Submit or Exit Test without permission from myself [or the Proctor]. Does everyone understand what to do?

After all questions have been answered,

SAY Click the NEXT button. You may start working now.

After about 20 minutes or when most students have finished questions 1 through 9,

SAY If you have finished, raise your hand. I will collect your materials. If you have not finished, continue working and take as much time as you need. You will NOT be able to return to these questions when we begin the next section of the test. When you do finish, raise your hand. After I have collected your materials, you may sit quietly or read if you wish.

When students raise their hands, be sure to view their Item Review screen to ensure that all questions have been answered. If any questions have not been answered, have them return to those questions and answer them.

If all students have finished,

SAY We will take a break now.

Collect the materials of those students who have completed the test. These items should be collected from each individual student, not passed up or down the rows of desks or seats. Allow those students who have not finished to continue working. You may move the students to an alternate test areas. Should this become necessary, have the student exit from their test. Be sure to maintain the security of the test tickets for these students yet to complete the

test. Students should not be allowed to discuss the test in any way during this move. Examiners must collect all materials used in testing. Be sure to account for all test materials including test tickets, formula sheets, and scratch paper before the students are dismissed from the room. Test materials must be kept in a secure location.

Allow other students to take at least a ten-minute break before you continue administration of the Mathematics test. When you are ready to resume testing,

SAY I will now give you back your scratch paper, Student Authorization ticket, and formula sheet. I will also give you a scientific calculator. Do not click *Next* until I tell you to do so.

Distribute the scratch paper, Student Authorization tickets, formula sheets, and calculators.

SAY Check to make sure your calculator is operating correctly. Be sure you understand which keys to press for the numbers and which keys to press for the operations. Are there any questions?

Answer all questions. Be sure all calculators are operating correctly and that everyone understands how to use the calculators.

SAY Click *Next Section* on the Item Review screen to go to the next section. You will see a screen that reads, "Once you leave this section you will not be able to return for review." It will also display how many unanswered questions you have. If the number of unanswered questions is anything different than zero, raise your hand.

If any students raise their hands, have them click *Back* to return to Item Review. The students need to return to unanswered questions, answer the questions, and then proceed as follows.

SAY Click *Next* to continue to the next section. Then you will see a screen that reads, "You will not be able to return to this section. Continue?" Click *Yes*. You should see the directions for section 2. Does everyone see section 2?

Assist any students necessary.

SAY Follow along on the computer screen as the directions below are read to you.

This is the second section of the mathematics test. For some questions, you may need to use the online tools available. The tools for this test can be used by clicking the tool's icon on the toolbar at the top of the window. For help with a tool, click on the *Help* icon on the toolbar.

You may use the calculator whenever you want. You may use your scratch paper for any writing you may have to do.

Read and solve each question. Using your mouse or keyboard, choose the best answer.

SAY You should answer all of the questions in this section of the test and keep working until you come to the end of the test. You may have as much time as you need to complete this test. You may use the calculator whenever you want. Use scratch paper for any writing you may have to do, but make sure to select your answers on the computer screen. When you finish this section, you may check your work on questions 10 through 50 only. Does everyone understand what to do?

After all questions have been answered,

SAY You may start working now. At the bottom of this page, click the *Next* button.

After about 1 hour or when most students have finished,

SAY If you have finished, raise your hand. Do NOT click Submit or Exit Test without permission from myself [or the Proctor]. I will collect your materials. If you have not finished, continue working and take as much as you need. When you do finish, raise your hand. After your test has been submitted and I have collected your materials, you may sit quietly or read if you wish.

[Students should not be allowed to go online and access the Internet or other applications as it may disrupt those still taking tests. Examiners should instruct students to leave the final screen showing and NOT to click on the "OK" button until instructed to do so.]

SPECIFIC DIRECTIONS FOR ADMINISTERING THE ONLINE GRADE 4 ENGLISH: READING TEST

SAY Today you will be taking the new online SOL English: Reading field tests. The information from the field test will be used to help plan future SOL tests. It is important that you do your best on this test. I am going to give each of you a piece of scratch paper and a Student Authorization ticket.

Distribute scratch paper and Student Authorization tickets (test tickets). Ensure that students also have any needed materials or supplies required for accommodations.

SAY Look at the Student Authorization ticket. Your name should appear next to Student Name. If you have a ticket for someone other than yourself please raise your hand now.

[*You may skip these next two directions if you have launched TestNav™ and entered the URL so that the login screen is displaying on the computer monitor when the students enter the testing location.]

SAY *Find the “lightning bolt” TestNav™ icon which looks like a ‘T’ on your desktop. Double click on this icon. Wait until the TestNav™ browser is on your computer screen.

SAY *In the Address area at the top of the screen, enter the URL found on your Student Authorization ticket. [<http://www7.etest.ncspearson.com/VAMS/>]. Click on the GO button. You will now be directed to the Login screen.

SAY From your Student Authorization ticket you should enter the User Name, Password, and Test Code exactly as you see it on your ticket. Click on the Login button.

Students will be able to see their names in the upper left-hand corner of the screen as well as the percentage complete of the download of the initial part of the test. Once a student has successfully logged into the system, he/she will see the directions page. Continue when all students have logged in successfully.

SAY Look at the directions on your computer screen. Follow along on the computer screen as the directions below are read to you.

The questions will show one at a time. You will see the question and four answer choices. You can only choose one answer for each question.

You can use the mouse or keyboard to choose answers and move to each question. To choose an answer with the mouse, move the pointer over an answer and click once.

To choose an answer with the keyboard, type the letter that matches your answer. For example, to choose answer A, type the letter A on your keyboard.

To move through the test using the mouse, click on the Next, Back, or Go to... buttons at the bottom of each screen. If you do not see the buttons, you need to scroll down using the scroll bar on the right side of the screen.

To move through the test using the keyboard, use the keys listed below. These keys are also printed on your test ticket. [You may skip reading the keystroke combinations section below.]

CTRL/Control + Left Arrow

Back

(returns to the previous screen)

| | | |
|----------------------------|-------------|---|
| CTRL/Control + G | Go to... | (goes to review screen) |
| CTRL/Control + Delete/Del | Reset | (clears answer from the current question) |
| CTRL/Control + R | Review | (marks the question for later review) |
| CTRL/Control + Right Arrow | Next | (moves you to the next screen) |
| Page Up | Scroll up | |
| Page Down | Scroll down | |

SAY The tools for this test can be used by clicking the tool's icon on the toolbar at the top of the window. For help with a tool, click on the Help icon on the toolbar.

When you get to each new reading passage, it will appear by itself on the screen. After you have read the passage and click Next, the screen will be split into two parts. The top part will show the passage, and the lower part will show the question. Each part will have a scroll bar if needed.

Read each passage. Then read each question about the passage. Decide which is the best answer to each question. Using your mouse or keyboard, choose the best answer on the screen.

At the bottom of this page, click the Next button. Then you will see the sample item. Be sure to choose an answer to the sample question.

Wait for students to click *Next*.

SAY Read the sample poem to yourself as I read it aloud.

Helping Cats

If a zoo finds itself with too many tigers, a decision must be made about which ones to keep and which ones to remove from the zoo. It is also true that when lions get too old for circuses, they have to go someplace.

Luckily, many of these big cats now have a place they can go when no one else wants them. They are taken to the Tiger Creek Wildlife Refuge. The refuge, which was started in 1998, is near the town of Tyler in east Texas.

SAY Now look at the sample question. Read the question to yourself as I read it aloud. "How does Tiger Creek Wildlife Refuge help big cats? (A) It finds circuses that need big cats, (B) It gives the big cats a place to live, (C) It lets the big cats go into the wild, or (D) It gives zoos food for the big cats." Either click on the appropriate answer or select the letter of the response from your keyboard.

Wait for students to select their response.

SAY Does everyone understand how to select the response on the computer that you believe to be correct?

Pause. Answer all questions.

SAY Which answer did you choose?

Pause for replies.

SAY Yes, the best answer is "B." Are there any questions about how to select the response on the computer?

Answer all questions related to selecting an answer.

SAY The tools available for this test appear in the toolbar at the top of your screen. Directions on how to use each tool appear in the Help menu (the question mark icon). Take a moment to click on the various tools while viewing the sample question.

Pause while the students explore using the tools.

SAY At any time during the test, you may click on the Review box located on the dashboard to select that question for later review. At the end of the test, an Item Review screen will appear. This screen will show you the questions you have not answered and the questions you have selected for review. You will be able to review any of the questions by clicking on the question link.

Does anyone have any questions about how to use TestNav?

Pause. Answer all questions.

Before actual testing starts, make sure the test procedures are very clear to the students. Questions should be encouraged so that every student understands the mechanics of the test. When responding to questions about test procedures or sample items, you may find it necessary to go beyond simply repeating an instruction.

SAY You should answer all the questions and keep working until you come to the end of the test. You may have as much time as you need to complete this test. Use scratch paper for any writing, but make sure to select your answers on the computer screen.

Remember, read each passage; then answer the questions about the passage. Choose the nest answer for each question.

Please raise your hand if you have any questions or computer difficulties during the test. When you have finished your test, please raise your hand. Do NOT click Submit or Exit Test without permission from myself [or the Proctor]. Does everyone understand what to do?

After all questions have been answered,

SAY Click the *Next* button. You may start working now.

After about 1 hour or when most students have finished,

SAY If you have finished, raise your hand. Do NOT click Submit or Exit Test without permission from myself [or the Proctor]. I will collect your materials. If you have not finished, continue working and take as much as you need. When you do finish, raise your hand. After your test has been submitted and I have collected your materials, you may sit quietly or read if you wish.

[Students should not be allowed to go online and access the Internet or other applications as it may disrupt those still taking tests. Examiners should instruct students to leave the final screen showing and NOT to click on the "OK" button until instructed to do so.]

SPECIFIC DIRECTIONS FOR ADMINISTERING THE ONLINE GRADE 6 ENGLISH: READING TEST

SAY Today you will be taking the new online SOL English: Reading field tests. The information from the field test will be used to help plan future SOL tests. It is important that you do your best on this test. I am going to give each of you a piece of scratch paper and a Student Authorization ticket.

Distribute scratch paper and Student Authorization tickets (test tickets). Ensure that students also have any needed materials or supplies required for accommodations.

SAY Look at the Student Authorization ticket. Your name should appear next to Student Name. If you have a ticket for someone other than yourself please raise your hand now.

[*You may skip these next two directions if you have launched TestNav™ and entered the URL so that the login screen is displaying on the computer monitor when the students enter the testing location.]

SAY *Find the “lightning bolt” TestNav™ icon which looks like a ‘T’ on your desktop. Double click on this icon. Wait until the TestNav™ browser is on your computer screen.

SAY *In the Address area at the top of the screen, enter the URL found on your Student Authorization ticket. [<http://www7.etest.ncspearson.com/VAMS/>]. Click on the GO button. You will now be directed to the Login screen.

SAY From your Student Authorization ticket you should enter the User Name, Password, and Test Code exactly as you see it on your ticket. Click on the Login button.

Students will be able to see their names in the upper left-hand corner of the screen as well as the percentage complete of the download of the initial part of the test. Once a student has successfully logged into the system, he/she will see the directions page. Continue when all students have logged in successfully.

SAY Look at the directions on your computer screen. Follow along on the computer screen as the directions below are read to you.

The test questions will appear one at a time. On the screen, you will see the question and four possible answers. The computer will only allow you to choose one answer for each question.

You can use the mouse or keyboard to choose answers and move through the test. To answer a question using the mouse, place the pointer over an answer and click once.

To answer a question using your keyboard, type the letter that matches your answer. For example, to select answer A, type the letter A on your keyboard.

To move through the test using the mouse, click on the *Next*, *Back*, or *Go to...* buttons at the bottom of each screen. If you do not see the buttons, you need to scroll down using the scroll bar on the right hand side of the window.

To move through the test using the keyboard, use the keystrokes listed below. These keystrokes are also printed on the bottom of your test ticket. [You may skip reading the keystroke combinations section below.]

| | | |
|----------------------------------|-------------|---|
| CTRL/Control + Left Arrow..... | Back | (returns to the previous screen) |
| CTRL/Control + G | Go to... | (goes to review screen) |
| CTRL/Control + Delete/Del | Reset | (clears answer from the current question) |
| CTRL/Control + R | Review | (marks the question for later review) |
| CTRL/Control + Right Arrow | Next | (moves you to the next screen) |
| Page Up | Scroll up | |
| Page Down | Scroll down | |

Say The tools for this test can be used by clicking the tool's icon on the toolbar at the top of the window. For help with a tool, click on the Help icon on the toolbar.

When you get to each new reading passage, it will appear by itself on the screen. After you have read the passage and click *Next*, the screen will be divided into two parts. The top part will show the passage, and the lower part will show the question. Each part will have a scroll bar if needed.

Read each passage. Then read each question about the passage. Decide which is the best answer to each question. Using your mouse or keyboard, choose the best answer on the screen.

At the bottom of this page, click the Next button. The sample item will appear. Be sure to choose an answer to the sample question. If you do not answer the sample question, the summary screen at the end of the test will show that one question is not answered.

Wait for students to click *Next*.

SAY Read the sample poem to yourself as I read it aloud.

Helping Cats

If a zoo finds itself with too many tigers, a decision must be made about which ones to keep and which ones to remove from the zoo. It is also true that when lions get too old for circuses, they have to go someplace.

Luckily, many of these big cats now have a place they can go when no one else wants them. They are taken to the Tiger Creek Wildlife Refuge. The refuge, which was started in 1998, is near the town of Tyler in east Texas.

SAY Now look at the sample question. Read the question to yourself as I read it aloud. "How does Tiger Creek Wildlife Refuge help big cats? (A) It finds circuses that need big cats, (B) It gives the big cats a place to live, (C) It lets the big cats go into the wild, or (D) It gives zoos food for the big cats." Either click on the appropriate answer or select the letter of the response from your keyboard.

Wait for students to select their response.

SAY Does everyone understand how to select the response on the computer that you believe to be correct?

Pause. Answer all questions.

SAY Which answer did you choose?

Pause for replies.

SAY Yes, the best answer is "B." Are there any questions about how to select the response on the computer?

Answer all questions related to selecting an answer.

SAY The tools available for this test appear in the toolbar at the top of your screen. Directions on how to use each tool appear in the Help menu (the question mark icon). Take a moment to click on the various tools while viewing the sample question.

Pause while the students explore using the tools.

SAY At any time during the test, you may click on the Review box located on the dashboard to select that question for later review. At the end of the test, an Item Review screen will appear. This screen will show you the questions you have not answered and the questions you have selected for review. You will be able to review any of the questions by clicking on the question link.

Does anyone have any questions about how to use TestNav?

Pause. Answer all questions.

Before actual testing starts, make sure the test procedures are very clear to the students. Questions should be encouraged so that every student understands the mechanics of the test. When responding to questions about test procedures or sample items, you may find it necessary to go beyond simply repeating an instruction.

SAY You should answer all the questions and keep working until you come to the end of the test. You may have as much time as you need to complete this test. Use scratch paper for any writing, but make sure to select your answers on the computer screen.

Remember, read each passage; then answer the questions about the passage. Choose the nest answer for each question.

Please raise your hand if you have any questions or computer difficulties during the test. When you have finished your test, please raise your hand. Do NOT click Submit or Exit Test without permission from myself [or the Proctor]. Does everyone understand what to do?

After all questions have been answered,

SAY Click the *Next* button. You may start working now.

After about 1 hour or when most students have finished,

SAY If you have finished, raise your hand. Do NOT click Submit or Exit Test without permission from myself [or the Proctor]. I will collect your materials. If you have not finished, continue working and take as much as you need. When you do finish, raise your hand. After your test has been submitted and I have collected your materials, you may sit quietly or read if you wish.

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SPECIFIC DIRECTIONS FOR ADMINISTERING THE ONLINE GRADE 7 ENGLISH: READING TEST

SAY Today you will be taking the new online SOL English: Reading field tests. The information from the field test will be used to help plan future SOL tests. It is important that you do your best on this test. I am going to give each of you a piece of scratch paper and a Student Authorization ticket.

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To answer a question using your keyboard, type the letter that matches your answer. For example, to select answer A, type the letter A on your keyboard.

To move through the test using the mouse, click on the *Next*, *Back*, or *Go to...* buttons at the bottom of each screen. If you do not see the buttons, you need to scroll down using the scroll bar on the right hand side of the window.

To move through the test using the keyboard, use the keystrokes listed below. These keystrokes are also printed on the bottom of your test ticket. [You may skip reading the keystroke combinations section below.]

| | | |
|----------------------------------|-------------|---|
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| CTRL/Control + Right Arrow | Next | (moves you to the next screen) |
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Read each passage. Then read each question about the passage. Decide which is the best answer to each question. Using your mouse or keyboard, choose the best answer on the screen.

At the bottom of this page, click the Next button. The sample item will appear. Be sure to choose an answer to the sample question. If you do not answer the sample question, the summary screen at the end of the test will show that one question is not answered.

Wait for students to click *Next*.

SAY Read the sample poem to yourself as I read it aloud.

Helping Cats

If a zoo finds itself with too many tigers, a decision must be made about which ones to keep and which ones to remove from the zoo. It is also true that when lions get too old for circuses, they have to go someplace.

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SAY Now look at the sample question. Read the question to yourself as I read it aloud. "How does Tiger Creek Wildlife Refuge help big cats? (A) It finds circuses that need big cats, (B) It gives the big cats a place to live, (C) It lets the big cats go into the wild, or (D) It gives zoos food for the big cats." Either click on the appropriate answer or select the letter of the response from your keyboard.

Wait for students to select their response.

SAY Does everyone understand how to select the response on the computer that you believe to be correct?

Pause. Answer all questions.

SAY Which answer did you choose?

Pause for replies.

SAY Yes, the best answer is "B." Are there any questions about how to select the response on the computer?

Answer all questions related to selecting an answer.

SAY The tools available for this test appear in the toolbar at the top of your screen. Directions on how to use each tool appear in the Help menu (the question mark icon). Take a moment to click on the various tools while viewing the sample question.

Pause while the students explore using the tools.

SAY At any time during the test, you may click on the Review box located on the dashboard to select that question for later review. At the end of the test, an Item Review screen will appear. This screen will show you the questions you have not answered and the questions you have selected for review. You will be able to review any of the questions by clicking on the question link.

Does anyone have any questions about how to use TestNav?

Pause. Answer all questions.

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SAY You should answer all the questions and keep working until you come to the end of the test. You may have as much time as you need to complete this test. Use scratch paper for any writing, but make sure to select your answers on the computer screen.

Remember, read each passage; then answer the questions about the passage. Choose the nest answer for each question.

Please raise your hand if you have any questions or computer difficulties during the test. When you have finished your test, please raise your hand. Do NOT click Submit or Exit Test without permission from myself [or the Proctor]. Does everyone understand what to do?

After all questions have been answered,

SAY Click the *Next* button. You may start working now.

After about 1 hour or when most students have finished,

SAY If you have finished, raise your hand. Do NOT click Submit or Exit Test without permission from myself [or the Proctor]. I will collect your materials. If you have not finished, continue working and take as much as you need. When you do finish, raise your hand. After your test has been submitted and I have collected your materials, you may sit quietly or read if you wish.

[Students should not be allowed to go online and access the Internet or other applications as it may disrupt those still taking tests. Examiners should instruct students to leave the final screen showing and NOT to click on the "OK" button until instructed to do so.]

TEST SECURITY GUIDELINES

All persons in the division who will have access to or assist with the administration of the online or paper SOL tests must read the *Test Security Guidelines* and sign the *Test Security Agreement* before they administer any tests. This security agreement requires that persons involved in the test administration exercise the necessary precautions to ensure the security of content and all test materials. **This agreement must be completed and forwarded to the DDOT before given access to the eMeasurement™ online system and/or administering any online or paper tests.**

Test Security Guidelines and the *Test Security Agreement* are available on the following pages. In addition, when a user initially logs in to the Virginia Standards of Learning Web-based Assessments website (<http://etest.ncspearson.com/customers/Virginia/vasol/index.htm>), he/she will be prompted to read and accept the *Test Security Guidelines*. After doing so, a "printable" version of the security guidelines will appear including signature lines. The user is to print and sign this version. Some divisions do not set up the Examiners and Proctors as users on the online testing system. Therefore, they would never log in to the system to view the *Test Security Guidelines* mentioned above. In this case, a copied version of the *Test Security Agreement* and *Test Security Guidelines* on the following pages should be made available for the Examiners and/or Proctors to sign.

Divisions may make as many copies of the security agreement as necessary. Do not use file photocopies of previously signed security agreements from past administrations. Signed forms should be forwarded to the DDOT.

The following *Test Security Guidelines* and the *Test Security Agreement* are applicable to online testing as well as paper/pencil testing. Therefore, persons involved with both online and paper testing need only sign one *Test Security Agreement*. **Persons who have not signed the Test Security Agreement may not be allowed access to the any SOL tests.**

VIRGINIA DEPARTMENT OF EDUCATION
STANDARDS OF LEARNING (SOL) ASSESSMENT PROGRAM
NON-WRITING FIELD TESTS

TEST SECURITY GUIDELINES

Listed below are guidelines to assist those persons involved in the administration of Grades 4, 6, and 7 Field Testing for Reading and Mathematics Assessments (paper and online) in determining what actions may compromise test security.

1. Students must never be exposed to unreleased test items or to the answers to unreleased test items before or following test administration. **Using unreleased test items in any form (including rewording of such test items) is STRICTLY PROHIBITED.**
2. The tests must be administered strictly in accordance with the instructions outlined in the field test manuals, this includes following proper procedures for using test manipulatives. Directions that are to be read to the students must be read exactly as they are written.
3. No test item which will be scored to obtain student test results may be used as a sample or practice item for learning how to mark responses. Sample items are included in the field tests to familiarize students with the format of the items and the procedures for marking their answers.
4. Copying/printing/photographing **ALL OR ANY PART** of a SOL assessment or taking notes about the items included on a SOL assessment is **STRICTLY PROHIBITED**. As stated in the copyright by the Virginia Department of Education, testing materials may not be reproduced or used in any form or by any means, electronic or mechanical, including photocopying or recording or by any information storage or retrieval systems.
5. All persons are prohibited from attempting to formally or informally score assessments.
6. All Examiners, Proctors, or Interpreters using an Examiner Read-aloud test ticket to read an online test aloud to students requiring this accommodation are prohibited from answering test questions in the Web-based system before, during, or after the administration of the test.
7. All persons are prohibited from providing students with the answer to any unreleased test item and from making any suggestion as to how to respond to a test item at any time, whether before, during, or after a test administration. This prohibition includes provision of cues, clues, hints, and/or actual answers in any written, printed, verbal, and/or non-verbal form (including chalkboards, charts, and bulletin boards).
8. All persons are prohibited from changing students' answers to test items whether by providing hints or clues during a test administration, correcting wrong answers during a test administration, or by erasing or correcting answers or responses recorded/selected by the student.
9. All persons are prohibited from logging into TestNav™, the Web-based application, posing as a student, current or fabricated, to view any tests. Only a student whose name appears on a test ticket is permitted to log in and take a Web-based field test.
10. All known violations of test security procedures shall be reported in writing, signed by the person making the report, and addressed to Division of Assessment and Reporting, Virginia Department of Education. The Virginia Department of Education will request an investigation of any test improprieties and implementation of an action plan as necessary. All corrective action plans must be submitted to the Division of Assessment and Reporting.

Please read legislation passed by the Virginia General Assembly (§ 22.1 - 292.1. Violation of test security procedures: revocation of license.) regarding the repercussions for violating test security.

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Updated 2/05

**VIRGINIA DEPARTMENT OF EDUCATION
STANDARDS OF LEARNING (SOL) ASSESSMENT PROGRAM
NON-WRITING FIELD TESTS
TEST SECURITY AGREEMENT**

I acknowledge that I will have access to the **Virginia Field Tests** (paper and/or online) for the purpose of administering the field test assessments. I also acknowledge that I have read, understand, and agree to adhere to the Test Security Guidelines. I understand that these tests are highly secure, and it is my professional responsibility to protect their security as follows:

1. I will not divulge the contents of the test to anyone.
2. I will not copy/print or take notes about any part of the test.
3. I will not allow access to the tests to any student or other person not so authorized by the School Test Coordinator or Division Director of Testing.
4. If serving as an Examiner for online read-aloud test sessions, I will not answer test questions in the Web-based system before, during, or after the administration of the test.
5. I understand my Login ID and Password for the Virginia Field Tests are secure and must remain confidential.

Signed: _____

Print Name: _____

Position: _____

School: _____

Division: _____

Date: _____

NOTE

Proctors, Interpreters, and all individuals involved in transcriptions of student responses must also read and sign the Test Security Agreement.

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**VIRGINIA DEPARTMENT OF EDUCATION
STANDARDS OF LEARNING (SOL) ASSESSMENT PROGRAM
NON-WRITING FIELD TESTS
TEST SECURITY PROCEDURES**

Please note the Virginia General Assembly in its 2000 session enacted the following legislation regarding test security:

§ 22.1 - 292.1. Violation of test security procedures: revocation of license.

- A. The Board of Education may suspend or revoke the administrative or teaching license it has issued to any person who commits any of the following acts knowingly and willfully with the intent to compromise secure mandatory tests administered to students as required by this title or by the Board of Education:
1. Giving unauthorized access to secure test questions;
 2. Copying or reproducing all or any portion of any secure test booklet;
 3. Divulging the contents of any portion of a secure test;
 4. Coaching or assisting examinees during testing or altering examinees' responses in any way;
 5. Making available any answer keys;
 6. Failing to follow test security procedures established by the Department of Education;
 7. Providing a false certification on any test security form required by the Department of Education;
 8. Retaining a copy of secure test questions; and
 9. Participating in, directing, aiding, assisting in, or encouraging any of the acts prohibited by this section.

For the purposes of this section, "secure test" means an item, question, or test that has not been made publicly available by the Department of Education.

Nothing in this section shall be construed to prohibit educational personnel from providing input to administrators or other authorized personnel, including school board members and members of the General Assembly, except when done in a manner that violates test integrity or security regarding the accuracy, clarity, or propriety of test items or test administration procedures.

- B. Nothing in this section shall be construed to prohibit or restrict the reasonable and necessary actions of the Board of Education, the Superintendent of Public Instruction, or the Department of Education in test development or selection, test form construction, standard setting, test scoring and reporting, or any other related activities which, in the judgement of the Superintendent of Public Instruction or the Board of Education, are necessary and appropriate.
- C. Any suspension or revocation imposed for the acts enumerated in this section shall be rendered pursuant to Board regulations promulgated pursuant to the Administrative Process Act (§ 9-6.14:1 et seq. and § 22.1-298), governing the licensure of teachers.

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ONLINE TESTING CONTACT INFORMATION

Virginia Department of Education

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Division of Assessment and Reporting

804-225-2102
darfax@doe.virginia.gov

Pearson Educational Measurement

PEM Help Desk

1-888-597-1103 (Monday through Friday, 7:00 AM to 6:00 PM, Eastern Time)
eMeasurement_Services@pearson.com

The Virginia Web-based Programs Team

1-800-627-7990 State Code 846
va_online@pearson.com

Kim Carson
Program Manager (All Web-based Virginia Programs)

Tracey Oehler
Sr. Project Manager (Primary Responsibility: eSOL and ePAT)

Lee Abel-Lenzen
Project Manager (Primary Responsibility: VFT and VGLA)